

POSITION DESCRIPTION CITY OF BLOOMINGTON, INDIANA

POSITION: Health/Wellness Coordinator

DEPARTMENT: Parks and Recreation

JOB GRADE: 6

FLSA:

FILE NAME: Health and Wellness Coordinator.doc

STATE & LOCAL CENSUS CODE:

CENSUS 2000 CODE (SOC equivalent):

Incumbent serves as the Health/Wellness Coordinator for the Parks and Recreation Department and is responsible for the administration, development, training, direction and evaluation of strategies to promote health and wellness.

1. DUTIES:

Essential (primary)

Responsible for the planning, implementation and evaluations of health/wellness programs and special events.

Assesses the health/wellness needs and interests of the community, and prepares and submits proposals for programs, special events and health/wellness practices.

Serves as a health/wellness consultant to the department staff on facilities, parks, programs and events.

Coordinates Be Active employee wellness committee work including but not limited to newsletters, facilitating monthly committee meetings, planning programs, events, and employee health fair.

Works cooperatively with City of Bloomington Benefits Manager, Mayor's Office and Community & Family Resources in the delivery of health/wellness programs and services for COB employees.

Develops and conducts trainings for department staff as well as community organizations on the topic of health/wellness best practices, initiatives and trends.

Manages department's partnership role in the Get On Board Active Living (G.O.A.L) program including but not limited to coordinating community field trips, program planning and reporting data at the conclusion of each cohort.

Serves as the Community Coach for Bloomington Monroe/County ACHIEVE working cooperatively with the YMCA ACHIEVE coach to promote healthy active lifestyles for the community through policy, systems and environmental changes.

Collaborates and with city departments, community agencies and organizations that can assist with the facilitation of activities, events and services by providing collaborative support to programs and service efforts (AHA, IU Health Bloomington, YMCA, Jazzercise, MCHD, HOC, and Active Living Coalition).

Supports department staff with nutrition information and active living program and event ideas to promote the benefits of a health/active lifestyle.

Collaborates with Parks and Recreation department staff on programs and events as needed.

Identifies grant opportunities at the local, state, and national levels to support existing programs, in addition to funding future activities and services.

Conducts ongoing observations and evaluations of programs and events to ensure health/wellness message is communicated to participants.

Prepares and meets annual and long-range program and departments goals and objectives.

Coordinates marketing efforts to increase community awareness of health/wellness benefits throughout department programs and facilities by coordinating with Community Relations Manager.

Instructor for department-wide First Aid/CPR/AED certification classes.

Trains and supervises volunteers for various specialized health/wellness services, special events, and programs.

Attendance at required staff/team meetings.

Maintains continuing education through professional staff development. Stays current on fitness and nutrition industry trends. Responsibilities may include but not limited to attendance at local/regional/national conferences, ITS training and in-house workshops.

Takes all reasonable steps to maintain a safe work environment.

Non-Essential (secondary)

Performs related duties as assigned

2. JOB REQUIREMENTS:

Minimum knowledge equivalent to a Bachelor's Degree in Public Health, Nutrition, Kinesiology, Exercise Science, Health Promotion, Health Education, or related field

Minimum experience equivalent to one year through three years

Working knowledge of the design, planning and implementation of health and wellness programs, events, and classes.

Thorough knowledge of a full range of theories and principles accepted in the field of community health education

Working knowledge of current software: word processing, publishing, spreadsheets, database programs and Constant Contact.

Ability to prepare and maintain accurate financial records and reports

Ability to hire, direct, train, coordinate and evaluate the work of others.

Ability to communicate effectively both orally and in writing.

Ability to obtain Red Cross First Aid, CPR, and AED instructor certification.

Ability to legally operate a motor vehicle.

Ability to work on multiple projects at once.

3. LEVEL OF SUPERVISION AND RESPONSIBILITY:

Received

Incumbent performs majority of duties according to the general policies and guidelines established by the Parks and Recreation Department; Work is periodically reviewed for overall soundness in practices and conformance with general goals and policy.

Reports directly to the Recreation Services Director.

Exercised

Incumbent is responsible for developing the Health/Wellness program area to include program policy, department staff training and creation of collaborative community partnerships. Guidelines are not always clearly applicable to particular situations, calling

for frequent individual judgment in selection and modification of strategies and procedures to best fit the various health/wellness needs of the community.

Errors in decision or accuracy of work may not be readily detected but could result in moderate financial and/or public relations costs.

4. DIFFICULTY OF WORK:

Work is generally performed in a recreation facility environment and occasionally in the field exposing the incumbent to adverse weather conditions.

Position requires flexible work schedule including weekends and evening hours.

A fair amount of physical effort will be required to conduct health/wellness trainings, events and programs.

5. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with department superiors and subordinates to ensure effective operations of division programs. Frequent contact is maintained with members of various boards, and members of the community and program participants for a variety of purposes including explanation and interpretation of policy and program goals, coordination of activities, and rendering program services.

Last Revision: 01/15/2013

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